



HAMPDEN TOWN COUNCIL MEETING
HAMPDEN MUNICIPAL BUILDING
AGENDA

MONDAY

DECEMBER 20, 2021

6:00 P.M.

- A. PLEDGE OF ALLEGIANCE
- B. APPROVAL OF THE AGENDA
- C. CONSENT AGENDA
 - 1. SIGNATURES
 - 2. COUNCIL MINUTES
 - a. 11/1/2021 Council Meeting
 - 3. COMMUNICATIONS
 - 4. COMMITTEE MINUTES
- D. PUBLIC COMMENTS
- E. POLICY AGENDA
 - 1. NEWS, PRESENTATIONS & AWARDS
 - 2. PUBLIC HEARINGS
 - a. Proposed amendments to the Edythe L. Dyer Community Library Ordinance, Article VI Sections 7 and 8.
 - b. Proposed Zoning Map Amendment.
 - 3. NOMINATIONS – APPOINTMENTS – ELECTIONS
 - a. Reappointment of Jane L. Jarvi for a three-year term to the Recreation Committee.
- F. COMMITTEE REPORTS
- G. UNFINISHED BUSINESS
- H. NEW BUSINESS

Note: Council will take a five-minute recess at 8:00 p.m.

MONDAY

DECEMBER 20, 2021

6:00 P.M.

AGENDA

- a. Request for Council authorization for Town Manager to sign the Amended Agreement between the Town of Hampden and the Maine Public Employees Retirement System.
- b. Request for Council authorization to delete Town Records Restoration Reserve Account 3-719-00 and to roll the current balance remaining into the Municipal Building Reserve 3-702-00.
- c. Request for Council authorization to delete Copier Reserve Account 3-715-00 and to roll the current balances remaining into the Computer Reserve Account 3-711-00.
- d. Request for Council authorization to delete GIS Mapping Reserve Account 3-731-00 and to roll the current balances remaining into the Computer Reserve Account 3-711-00.
- e. Request for Council authorization to delete Town Property Survey Account 3-729-00 and to roll the current balance remaining into the Planning and Commissions Reserve 3-725-00.
- f. Request for Council authorization to delete City Bus Reserve Account 3-710-00 and to roll the current balance remaining into the Public Works Equipment Reserve 3-717-00.
- g. Council authorization to change EPA/DEP Garage Modifications Reserve Account 3-778-00 to the name of Public Works Buildings Reserve Account 3-778-00.
- h. Council authorization to change Solid Waste Garage Reserve Account 3-777-00 to the name of Transfer Station Buildings & Equipment Reserve Account 3-777-00.
- i. Council authorization to change Ambulance Reserve Account 3-737-00 to the name of EMS Vehicles Reserve Account 3-737-00.
- j. Council authorization to change ALS Equipment Reserve Account 3-739-00 to the name of EMS Equipment Reserve Account 3-739-00.
- k. Council authorization to change Fire Truck Reserve Account 3-741-00 to the name of Fire Vehicles Reserve Account 3-741-00.
- l. Request for Council authorization to delete Fire Truck Refurbish Reserve Account 3-743-00 and to roll the current balance remaining into the Fire Vehicles Reserve Account 3-741-00.
- m. Request for Council authorization to delete Fire Building Reserve Account 3-745-00 and to roll the current balance remaining into the Municipal Building Reserve Account 3-702-00.

Note: Council will take a five-minute recess at 8:00 p.m.

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MONDAY

DECEMBER 20, 2021

6:00 P.M.

AGENDA
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- n. Council authorization to change Fire Thermal Imaging Camera Reserve Account 3-747-00 to the name of Fire Equipment Reserve Account 3-747-00.
- o. Request for Council authorization to delete Fire Training Area Reserve Account 3-749-00 and to roll the current balance remaining into the Fire Equipment Reserve Account 3-747-00.
- p. Request for Council authorization to delete Public Safety Boat Reserve Account 3-751-00 and to roll the current balance remaining into the Fire Equipment Reserve Account 3-747-00.
- q. Council authorization to change Police Cruiser Reserve Account 3-753-00 to the name of Police Vehicles Reserve Account 3-753-00.
- r. Council authorization to change Communications Reserve Account 3-759-00 to the name of Public Safety Mobile Communications Reserve Account 3-759-00.
- s. Request for Council authorization to delete Library Grant Reserve Account 3-765-00 and to roll the current balance remaining into the Library Reserve Account 3-763-00.
- t. Request for Council authorization to delete Playground Reserve Account 3-768-00 and to roll the current balance remaining into the Recreation Area Reserve Account 3-767-00.
- u. Request for Council authorization to place the balance of Sewer Reserve Account 2-220-00 into a Sewer Club Account so the interest can be applied appropriately.
- v. Request for Council approval on the proposed amendments to the Investment Policy.
- w. Council approval of abatement request of a FY22 service charge in the amount of \$2,527.78 to Community Housing of Maine.

I. MANAGER'S REPORT

J. COUNCILOR'S COMMENTS

K. EXECUTIVE SESSION – Pursuant to 1 M.R.S.A. Section 405(6)(A) - to include the Town Manager.

L. ADJOURNMENT

Note: Council will take a five-minute recess at 8:00 p.m.

FOR THOSE THAT WISH TO PARTICIPATE IN THE
REMOTE HAMPDEN TOWN COUNCIL MEETING
ON DECEMBER 20, 2021 AT 6:00 PM YOU MAY
PHONE IN USING THE FOLLOWING NUMBER
(FOLLOWED BY THE PIN #)

1-402-856-0195 PIN 577 718 194#

OR-

FROM A LAPTOP OR A DESKTOP, YOU MAY GO
TO THIS URL: [https://meet.google.com/
cve-yjjz-esk?hs=122&authuser=0](https://meet.google.com/cve-yjjz-esk?hs=122&authuser=0) AND JOIN
US THAT WAY

INSTRUCTIONS ARE POSTED WITH THE AGENDA
AND SEPARATELY ON THE TOWN CALENDAR AT
WWW.HAMPDENMAINE.GOV

Using Google Meet to Participate in Hampden Town Council Remote Meetings

How to join:

1. Town Council members will receive an email or a Google Calendar Invite with a link to join the meeting.
2. People interested in joining will need to go to the link posted on the town events calendar at www.hampdenmaine.gov.
3. Anyone can also join for audio-only participation by calling the number provided on the town events calendar and then entering the PIN provided followed by the # symbol.

Protocols for Remote Meetings:

1. Log in or call in at least 5 minutes before scheduled start of meeting.
2. For the audio portion, use either your phone or your computer microphone, not both.
3. Mute your phone or computer mic unless speaking. Remember to un-mute if you want to speak. To mute or unmute in Google Meet, click on the little microphone icon at the bottom of the screen; note you may need to move your mouse pointer around the bottom of your screen to get the bottom bar to appear.
4. Speak up if using a computer microphone or if using the speaker function on your telephone.
5. Do not rustle papers in front of your mic unless it's muted. Please minimize background noise.
6. If you're referring to a document, identify it including page or sheet number.
7. If using the video function, have a light source in front of you if possible. Try to avoid backlighting.
8. If you want to look good, have your camera mounted at eye level or above. Look at yourself on screen to check the lighting, camera position, what's in the background, etc. In Google Meet, you can do this "video check" when you open the program before you join the meeting.
9. If you are participating by audio only, identify yourself when speaking.
10. ALL votes will be by roll call.
11. After the meeting is adjourned, click on the red phone icon on the bottom bar to leave the meeting, or (obviously) just hang up the phone if that is how you are participating.

For detailed instructions on using Google Meet, please refer to their website:

support.google.com/a/users/answer/9282720?hl=en



HAMPDEN TOWN COUNCIL MEETING
HAMPDEN MUNICIPAL BUILDING
MINUTES

C-2-a

MONDAY

NOVEMBER 1, 2021

6:00 P.M.

In Attendance:

Mayor Shelby Wright
Councilor Eric Jarvi
Councilor Mark Cormier
Councilor Ivan McPike
Councilor Allen Esposito
Councilor Peter Erickson
Councilor Christine Cubberley

Paula Scott, Town Manager
Joel Dohmeier, TDS - Remotely
Curt Slininger, VFW
Jason Lundstrom, Deputy Fire Chief
Clifton Ilver, Town Planner
Victor Smith, Public Works Director
Other Members of the Public

Mayor Wright called the meeting to order at 6:00 p.m.

A. PLEDGE OF ALLEGIANCE

Mayor Wright led the Pledge of Allegiance.

B. APPROVAL OF THE AGENDA

Motion: Councilor Jarvi moved to approve the agenda, seconded by Councilor Esposito. Vote by roll call 7-0 with all Councilor's voting in the affirmative.

Resolution: 2021 - 224

C. CONSENT AGENDA

Motion: Councilor McPike moved to approve the consent agenda, seconded Councilor Esposito. Vote by roll call 7-0 with all Councilor's voting in the affirmative.

Resolution: 2021 - 225

1. SIGNATURES
2. COUNCIL MINUTES
3. COMMUNICATIONS
4. COMMITTEE MINUTES

Note: Council will take a five-minute recess at 8:00 p.m.

D. PUBLIC COMMENTS

Town resident Matt LaChance of 433 Meadow Road thanked the Public Safety Department for their work yesterday, keeping our kids safe crossing the street doing trick or treating.

E. POLICY AGENDA

1. NEWS, PRESENTATIONS & AWARDS

- a. Presentation of TDS Internet Service, *presented by Joel Dohmeier, Government & Regulatory Affairs Director of TDS.*

Joel Dohmeier, Government & Regulatory Affairs Director of TDS gave a presentation on TDS Internet Service for Hampden.

- b. VFW Public Servant award presentation to Investigator William Miller, Hampden Police Department and Lieutenant Matthew Thomas, Hampden Fire Department, *presented by Curt Slininger, VFW.*

Curt Slininger, VFW presented Certificates of Appreciation to Lieutenant Matthew Thomas, Hampden Fire Department in special recognition and highest praise for alertness, personal courage and ever efficient guardianship of life and property and to Investigator William Miller, Hampden Police Department in recognition of the outstanding job he does for the Community.

2. PUBLIC HEARINGS

- a. Proposed Hampden Storm Drain Connection Ordinance.

Motion: *Councilor Jarvi moved to open the Public Hearing for the Proposed Hampden Storm Drain Connection Ordinance, seconded by Councilor Cubberley. Vote by roll call 7-0 with all Councilor's voting in the affirmative.*

Resolution: 2021 – 226

Town Manager Scott spoke that this is a new Ordinance, written after the recent rain events caused flooding and different situations with residents and the cellar drains backing up into their cellars.

Motion: *After Council discussion and with no public comment Councilor Jarvi moved to close the public hearing, seconded by Councilor McPike. Vote by Roll Call 7-0 with all Councilor's voting in the affirmative.*

Resolution: 2021 – 227

Note: Council will take a five-minute recess at 8:00 p.m.

Motion: Councilor Jarvi moved Council adopt the Proposed Hampden Storm Drain Ordinance, seconded by Councilor McPike. Vote by roll call 7-0 with all Councilor's voting in the affirmative.

Resolution: 2021 - 228

b. Proposed amendments to the Hampden Service Charge Ordinance, Section 4.

Motion: Councilor Jarvi moved to open the Public Hearing on the Proposed amendments to section 4 of the Hampden Service Charge Ordinance, seconded by Councilor Cubberley. Vote by roll call 7-0 with all Councilor's voting in the affirmative.

Resolution: 2021 – 229

Town Manager Scott spoke on the proposed amendments to the Hampden Service Charge Ordinance.

Motion: Councilor Jarvi moved to close the public hearing, seconded by Councilor Cubberley. Vote by Roll Call 6-1 with Councilor's Cubberley, Erickson, Jarvi, McPike, Cormier and Mayor Wright voting in the affirmative and Councilor Esposito voting in opposition to.

Resolution: 2021 – 230

Motion: Councilor Jarvi moved Council adopt the Proposed Amendments to Section 4 of the Hampden Service Charge Ordinance, seconded by Councilor McPike. Vote by roll call 6-1 with Councilor's Cubberley, Erickson, Jarvi, McPike, Cormier and Mayor Wright voting in the affirmative and Councilor Esposito voting in opposition to.

Resolution: 2021 - 231

c. Proposed amendments to the Fees Ordinance, Article 2.2.21 Inflow and Infiltration Fee and Articles 5.2.8 and 5.2.9, Solid Waste Fees.

Motion: Councilor McPike moved to open the public session for Fees Ordinance Article 2.2.21 Inflow and Infiltration Fee and Articles 5.2.8 and 5.2.9 Solid Waste Fees, seconded by Councilor Cubberley. Vote by roll call 7-0 with all Councilor's voting in the affirmative.

Resolution: 2021 – 232

Note: Council will take a five-minute recess at 8:00 p.m.

Town Manager Scott and Public Works Director Victor Smith spoke on the proposed amendments to the Fees Ordinance.

Motion: *After Council discussion and with public discussion Councilor McPike moved to come out of the public hearing, seconded by Councilor Cubberley. Vote by Roll Call 7-0 with all Councilor's voting in the affirmative.*

Resolution: 2021 – 233

Motion: *Councilor McPike moved to adopt the amendments to the Fees Ordinance, Article 2.2.21 Inflow and Infiltration Fee and Articles 5.2.8 and 5.2.9 Solid Waste Fees, seconded by Councilor Cubberley. Vote by Roll Call 6-1 with Councilor's Cubberley, Erickson, Jarvi, McPike, Cormier and Mayor Wright voting in the affirmative and Councilor Esposito voting in opposition to.*

Resolution: 2021 - 234

3. NOMINATIONS – APPOINTMENTS – ELECTIONS

F. COMMITTEE REPORTS

Councilor Jarvi reported on 10/25/2021 Special Council Workshop

G. UNFINISHED BUSINESS

H. NEW BUSINESS

- a. Council authorization to place a Little Free Pantry on town property at the Municipal Building/Public Safety Complex.

Town Manager Scott spoke that this is a trend that's been going on in the Country and this little free pantry will fill a hole in the needs of some people that might not be able to always get to the food banks and they can come take out what they might need. Town resident Lori Matthews has been able to get grant funding to buy all the materials needed to build it. Lori Matthews spoke on the \$300.00 grant money that she received and stated that she has a young man building it for her.

Motion: *Councilor Jarvi moved Council authorize placement of a Little Free Pantry on Town property at the Municipal Building Public Safety Complex, seconded by Councilor Esposito. Vote by roll call 7-0 with all Councilor's voting in the affirmative.*

Resolution: 2021 – 235

- b. Council approval of the Certificate of Settlement reflecting the remaining balance of 2021 taxes in the amount of \$7,256.21 discharging Tax Collector Wanda Libbey from further obligation for collection- *pursuant to 36 MRSA Section 763.*

Motion: *Councilor Jarvi pursuant to 36 MRSA section 763 moved Council approve the Certificate of Settlement discharging Tax Collector Wanda Libbey from further obligation for collection of the remaining balance of 2021 taxes in the amount of \$7,256.21, seconded by Councilor Cubberley. Vote by Roll Call 6-1 with Councilor's Cubberley, Erickson, Jarvi, McPike, Cormier and Mayor Wright voting in the affirmative and Councilor Esposito voting in opposition to.*

Resolution: 2021 – 236

- c. Council approval of a renewal liquor license for White House Motel, Inc.

Motion: *Councilor Esposito moved to approve the new liquor license for the White House Motel Inc., seconded by Councilor Cubberley. Vote by roll call 7-0 with all Councilors voting in the affirmative.*

Resolution: 2021 - 237

- d. Council approval of a renewal liquor license for Pat's Pizza Hampden

Motion: *Councilor Esposito moved Council approve the new liquor license for Pat's Pizza Hampden., seconded by Councilor Cubberley. Vote by roll call 7-0 with all Councilors voting in the affirmative.*

Resolution: 2021 - 238

- e. Council approval to proceed with engineering for the repair of the Manning Mill Bridge to a highway load rating exceeding 30,000 pounds – *referral from Council workshop*

Motion: *Councilor Esposito moved Council approval to proceed with engineering for the repair of the Manning Mill Bridge to a highway load rating exceeding 30,000 pounds, seconded by Councilor Cubberley. Vote by roll call 7-0 with all Councilors voting in the affirmative.*

Resolution: 2021 – 239

- f. Council authorization for the Town Manager to budget in FY23 for the shortfall of funds for the Manning Mill bridge project and to offset the expense with excess revenue sharing funds, account 1-212-00 – *referral from Council workshop*

Motion: Councilor McPike moved to authorize Town Manager to budget in FY 23 for the shortfall of funds for the Manning Mill Bridge project and to offset the expense with excess revenue sharing funds, account 1-212-00 seconded by Councilor Cubberley. Vote by roll call 7-0 with all Councilors voting in the affirmative.

Resolution: 2021 - 240

- g. Council authorization for the expenditure of \$80,000 from the Fire Truck reserve 3-741-00 towards the purchase of an emergency fire/rescue vehicle with ability to respond to emergencies across Manning Mill Bridge – *referral from Council workshop*

Motion: Councilor Esposito moved Council authorize the expenditure of \$80,000.00 from the Fire Truck reserve 3-741-00 towards the purchase of an emergency fire/rescue vehicle with ability to respond to emergencies across Manning Mill Bridge, seconded by Councilor Jarvi. During discussion Councilor Jarvi called the question with no objection. Debate ended and roll call vote on the motion on the floor was 4-3 with Councilor's Cubberley, Esposito, Jarvi and Mayor Wright voting in the affirmative and Councilor's Erickson, McPike and Cormier voting in opposition to.

Resolution: 2021 – 241

- h. Council authorization for the expenditure of \$85,000 from ARPA funds towards the purchase of an emergency and covid response vehicle with ability to respond to emergencies across Manning Mill Bridge – *referral from Council workshop*

Motion: Councilor Jarvi moved Council authorize the expenditure of \$85,000.00 from ARPA funds towards the purchase of the emergency response vehicle, seconded by Councilor Cubberley. Vote by roll call 4-3 with Councilor's Cubberley, Esposito, Jarvi and Mayor Wright voting in the affirmative and Councilor's Erickson, McPike and Cormier voting in opposition to.

Resolution: 2021 – 242

- i. Council authorization for the expenditure of \$15,000 from ARPA funds to reimburse the town for unemployment insurance expenses paid during the pandemic and to deposit into the personnel reserve account 3-733-00 – *referral from Council workshop*

Motion: Councilor Jarvi moved Council authorize the expenditure of \$15,000.00 from ARPA funds to reimburse the Town for unemployment insurance expenses paid during the pandemic and to deposit into the personnel reserve account 3-733-00, seconded by Councilor Cubberley. Vote by roll call 7-0 with all Councilor's voting in the affirmative.

Resolution: 2021 – 243

- j. Council authorization for the expenditure of \$55,000 from ARPA funds to provide premium pay for emergency service personnel covering a 60 week period during the height of the pandemic – *referral from Council workshop*

Motion: Councilor Jarvi moved Council authorize the expenditure of \$55,000.00 from ARPA funds to provide premium pay for emergency service personnel covering a 60 week period during the height of the pandemic, seconded by Councilor Cubberley. Vote by roll call 7-0 with all Councilor's voting in the affirmative.

Resolution: 2021 – 244

- k. Council authorization for the expenditure of \$7,000 from ARPA funds to reimburse the town for the purchase of EMS supplies used during the pandemic – *referral from Council workshop*

Motion: Councilor Jarvi moved Council authorize the expenditure of \$7,000.00 from ARPA funds to reimburse the Town for the purchase of EMS supplies used during the pandemic, seconded by Councilor Cubberley. Vote by roll call 7-0 with all Councilor's voting in the affirmative.

Resolution: 2021 – 245

- l. Council authorization for the expenditure of \$300,000 from ARPA funds for engineering costs for the sewer build-out on Coldbrook Rd. – *referral from Council workshop*

Motion: Councilor McPike moved Council authorize the expenditure of \$300,000.00 from ARPA funds for engineering costs for the sewer build-out on Coldbrook Road, seconded by Councilor Cubberley. Vote by roll call 7-0 with all Councilor's voting in the affirmative.

Resolution: 2021 – 246

Note: Council will take a five-minute recess at 8:00 p.m.

- m. Council authorization for the expenditure of \$150,000 from ARPA funds to repair the sewer line sag at Stoney Brook – *referral from Council workshop*

Motion: Councilor McPike moved Council authorize the expenditure of \$150,000.00 from ARPA funds to repair the sewer line sag at Stoney Brook, seconded by Councilor Cubberley. Vote by roll call 7-0 with all Councilor's voting in the affirmative.

Resolution: 2021 - 247

- n. Council authorization for the expenditure of \$100,000 from ARPA funds for the inspection, mitigation and possible repairs needed to mitigate infiltration and inflow within the sewer system – *referral from Council workshop*

Motion: Councilor McPike moved Council authorize the expenditure of \$100,000.00 from ARPA funds for the inspection, mitigation and possible repairs needed to mitigate infiltration and inflow within the sewer system, seconded by Councilor Cubberley. Vote by roll call 7-0 with all Councilor's voting in the affirmative.

Resolution: 2021 - 248

- o. Council authorization for the expenditure of \$70,000 from ARPA funds for engineering costs for the Cottage St. stormwater project – *referral from Council workshop*

Motion: Councilor Jarvi moved Council authorize the expenditure of \$70,000.00 from ARPA funds for the engineering costs for the Cottage Street stormwater project, seconded by Councilor Cubberley. Vote by roll call 6-1 with Councilor's Cubberley, Erickson, Esposito, Jarvi, Cormier and Mayor Wright voting in the affirmative and Councilor McPike voting in opposition to.

Resolution: 2021 - 249

- p. Council authorization for the expenditure of \$536.35 from the Matching Grant reserve account 3-780-00 for the town's share of an MMA safety grant – *requested by Deputy Chief Lundstrom*

Deputy Chief Lundstrom explained that this MMA Safety Enhancement Grant was for two full body harnesses for fall protection and for ladder belts.

Motion: Councilor Jarvi moved Council authorize the expenditure of \$536.35 from the matching Grant Reserve Account 3-780-00 for the Town's share of an MMA Safety Grant, seconded by Councilor Esposito. Vote by roll call 7-0 with all Councilor's voting in the affirmative.

Resolution: 2021 - 250

Note: Council will take a five-minute recess at 8:00 p.m.

MONDAY

NOVEMBER 1, 2021

6:00 P.M.

MINUTES

I. MANAGER'S REPORT

Town Manager Scott reminded everyone that the election is tomorrow at the Skehan Center. The polls open at 8:00 and close at 8:00 and she wished all the Candidates luck.

J. COUNCILOR'S COMMENTS

Councilor Cormier – Let's go Brandon.

Councilor McPike – No comment.

Councilor Jarvi – No comment.

Councilor Erickson – No comment.

Councilor Esposito – Get out to vote Hampden.

Councilor Cubberley – Go vote.

Councilor Wright – Goodnight Hampden and more important than ever to shop local and buy American. Happy election day. Have a goodnight.

K. ADJOURNMENT

Meeting adjourned at 7:27 p.m.

Respectfully submitted,
Gayle C. Decker, Town Clerk

Note: Council will take a five-minute recess at 8:00 p.m.

E-2-a



Memorandum

TO: Town Council
FROM: Paula Scott, Town Manager
DATE: 12/07/2021
RE: Dyer Library By-laws

As with other bodies, the Board of Trustees for the Edythe L. Dyer Community Library have amended their by-laws to include the approval of remote meetings of the board. In keeping with the requirements of statute, this approval has to be given by way of a public hearing.

BYLAWS
Board of Trustees
Edythe L. Dyer Community Library

ARTICLE I
Authorization

Section 1. Authorization. The Board of Trustees exists by virtue of the provisions of the Edythe L. Dyer Community Library Ordinance enacted by the Hampden Town Council and shall exercise the powers and authority and assume the responsibilities delegated to it under said ordinance and any amendments enacted thereto. See Appendix A.

Section 2. Responsibility. The Board of Trustees shall hold and execute all responsibility and duty for the maintenance, administration, and use of the Edythe L. Dyer Community Library Endowment Fund.

ARTICLE II
Purposes, Powers and Duties
The Edythe L. Dyer Community Library Endowment Fund

Section 1. The Edythe L. Dyer Community Library Endowment Fund (the Fund) is a dedicated fund of the Town of Hampden. The purpose of the Fund is to provide a source of supplemental funding for programming, books, periodicals, or library materials over and above those provided by the Town of Hampden as part of its annual municipal budget.

Section 2. The Trustees shall have the power:
To collect, hold, manage, control, invest, reinvest, and expend all funds as appropriate.

To accept, in the name of the Fund, gifts such as money, personal property, and real estate to be used by the Trustees for the stated purpose in these Bylaws.

To employ personnel, including investment advisors, marketing specialists, attorneys at law, accountants, and other necessary persons to pursue and implement the purpose of the Fund.

ARTICLE III
Members, Vacancies, and Honorary Members

Section 1. The Board of Trustees shall consist of seven (7) members, the majority of whom shall be residents of the Town of Hampden. All board members shall be appointed by the Hampden Town Council. Members shall serve staggered three (3) year terms. The Hampden Town Manager, the Mayor of Hampden, and the Library Director shall be ex-officio members of the Board.

Section 2. When Board vacancies occur, the board shall make recommendations to the Hampden Town Manager as to possible nominations to fill the vacancies.

Section 3. By majority vote of the entire board membership, the board may, as it deems appropriate, name various persons to honorary membership of the Board of Trustees. Honorary members may not vote and shall have no authority as to the administration of the library granted to the Board of Trustees by the Town of Hampden Edythe L. Dyer Community Library Ordinance.

ARTICLE IV Officers

Section 1. The officers shall be Chair, Vice-Chair/Secretary, and Treasurer elected from among the appointed Trustees every two years (in odd numbered years) at the May meeting.

Section 2. The Chair shall appoint a nominating committee at least two (2) months prior to the May meeting. This committee will present a slate of officers who have consented to be nominated. Additional nominations may be made from the floor.

Section 3. Officers shall serve a term of two years from the May meeting at which they were elected and until their successors are duly elected.

ARTICLE V Officers' and members' responsibilities

Section 1. The Chair shall preside at all meetings of the Board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Board, serve as ex-officio voting member of all committees except the nominating committee, and generally perform all duties associated with that office. The chair shall also be the general executive head of the Fund. The chair, along with the treasurer, shall sign all deeds, mortgages, contracts, and agreements related to the Fund. The chair shall also perform all other duties incidental to the office prescribed by these Bylaws or by special vote of the Trustees.

Section 2. The Vice-Chair/Secretary shall have such powers and duties as the Board and/or the Chair shall designate. The Vice-Chair/Secretary will record the minutes of each meeting and submit them to the library director within one week. In the absence or request of the Chair, or of a vacancy in that office, the Vice-Chair/Secretary shall assume and perform the duties and functions of the Chair and designate another Board member to serve as meeting secretary.

Section 3. The Treasurer shall sign all deeds, mortgages, contracts, and agreements of the Fund, provided that all these documents shall be countersigned by the Chair. All disbursements from the Fund shall be made through Town accounts, and the Chair or Treasurer shall authorize any disbursements exceeding \$3000.00. The Treasurer shall perform all other duties incident to the office required by these Bylaws or by votes of the Trustees.

Section 4. In the absence of the Vice-Chair/Secretary or Treasurer their duties shall be performed by such other members of the Board as the Board may designate. A special election may be called by the chair to complete the term of a vacated officer position.

Section 5. Board members' responsibility to the library is to attend meetings, serve on committees as necessary, and serve as officers as elected. No more than two (2) unexcused meetings annually will be allowed.

ARTICLE VI Meetings

Section 1. The Board shall hold five (5) meetings annually, one meeting each in September, November, January, March, and May, at a date and hour to be set by the Board at the May meeting.

Section 2. In the event a meeting is cancelled it shall be rescheduled for the following week.

Section 3. Election of officers will be held every two (2) years in odd numbered years and shall be held at the meeting in the month of May.

Section 4. Special meetings may be called by the Library Director at the direction of the Chair, or at the request in writing of three (3) Board Members, for the transaction of business as stated in the call for the meeting.

Section 5. Fifty (50) percent of the Board Members including at least one officer shall constitute a quorum. In the event the number of Board Members is even, then a quorum shall consist of fifty (50) percent plus one (1).

Section 6. All meetings shall be governed by Robert's Rules of Order, latest edition.

Section 7. In accordance with the requirements of MRSA § 403-b, and after public notice and hearing, the Board authorizes participation, via remote methods. Board members are expected to meet in person except when not practicable, such as in the case of emergency,

illness, or temporary absence of a member that causes significant difficulty traveling to the meeting location. To allow for full transparency, remote participation shall be permitted only by way of video. Participation by members through telephone or chat features shall be prohibited. All votes taken during a meeting using remote methods will be by roll call vote that can be seen and heard on video. A member of the Board who participates remotely will be considered present for purposes of attendance and voting.

Section 8. The public will be provided notice of all meetings, in accordance with MRSA section 406 and will include how the public may access the meeting remotely and will identify a location where the public may attend the meeting in person. The Board will not restrict public attendance to remote methods except in the case of an emergency or urgent issue that requires the body to meet using remote methods of attendance. The Board will make all documents and materials to be considered by the body available to the public regardless of whether the public is participating remotely or in person..

Section 9. The meeting packet will be sent to each Board Member by the Library Director at least five (5) days prior to the meeting.

ARTICLE VII Fund Restrictions

Section 1. No part of the Fund shall benefit its Trustees. Trustees shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions described in Article II. No substantial part of the activities of the Fund can be used for political actions.

ARTICLE VIII Committees

Section 1. The Chair shall appoint committees for specific purposes as the business of the Board may require. All committees shall make progress reports to the Board as requested by the Chair. No committee shall have other than advisory powers unless the Board votes it specific power.

ARTICLE IX Amendments

Section 1. Amendments. These Bylaws may be amended, altered, or repealed by a vote of the majority of members of the Board at any meeting provided that each Board Member is given notice of the wording of the proposed alterations five (5) days prior to the meeting.

Amended by the Board of Trustees 1/13/10
Reviewed by the Board of Trustees 3/10/15
Revised by the Board of Trustees 5/8/19; approved by the Hampden Town Council 6/3/2019
Amended by the Board of Trustees 11/4/2021

TOWN OF HAMPDEN

Public Notice
Town Council

The Hampden Town Council will hold a public hearing under the provisions of Section 1.5.3 Zoning District Amendments (Map Amendments) of the Hampden Zoning Ordinance on Monday, December 20, 2021, at 6:00 pm in the Town Council Chambers at the Town Offices, 106 Western Ave, Hampden, ME. The proposed Zoning Map Amendment includes the following properties: Rezone parcel 38-0-001, a 1.55-acre parcel located at 185 Kennebec Road, to the Residential B district. This property is currently split between Rural and Residential B districts. This request has been filed by Howard Bishop, owner of parcel 38-0-001. Interested parties may review the application at the Town Offices during regular business hours, or online at the Town's Departments, Planning, Planning Board Applications. If you do not have access to the website, you may request a copy of the application to be emailed or mailed to you by calling 862-4500 x140 and leaving a message including your email address or mailing address.



185 Kennebec Rd ZMA

Hampden, ME

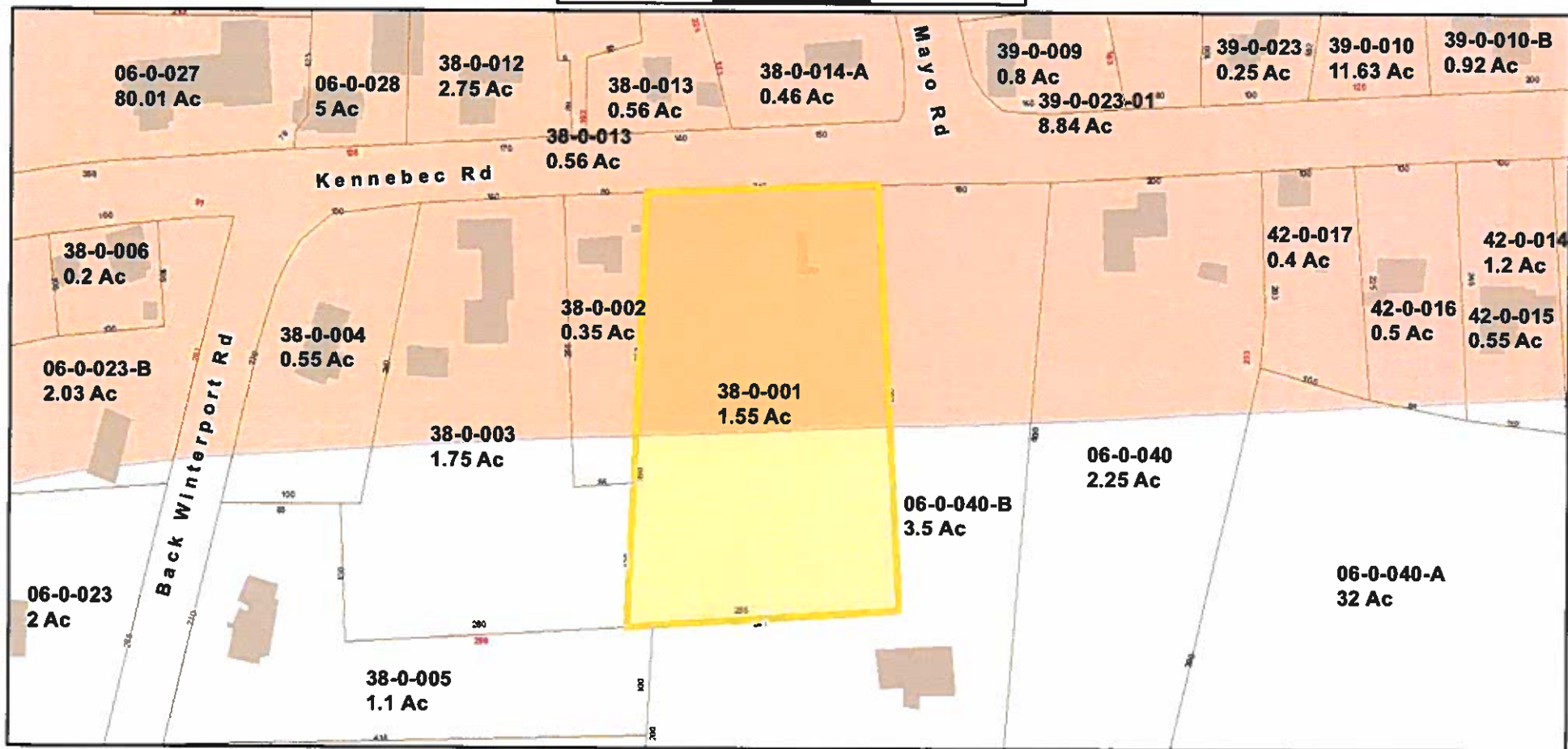


October 29, 2021

1 inch = 150 Feet

www.cai-tech.com

0 150 300 450



	Parcel Lines - No Ortho		Residential B
	Lot Number and Acreage		
	Buildings		
	Rural		

Data shown on this map is provided for planning and informational purposes only. The municipality and CAI Technologies are not responsible for any use for other purposes or misuse or misrepresentation of this map.



Check One:

Init



Reappointment Application

E-3-a

TOWN OF HAMPDEN

APPLICATION FOR TOWN BOARDS AND COMMITTEES

NAME: Jervi Jane L.
LAST FIRST MI
ADDRESS: 10 Sophie Lane Hampden ME 04441
STREET TOWN ZIP
MAILING ADDRESS (if different): _____
TELEPHONE: 207-951-7975
HOME WORK
EMAIL: jane.jarvi1@gmail.com
OCCUPATION: Retired

BOARD OR COMMITTEE PREFERENCE:

FIRST CHOICE: Recreation

SECOND CHOICE (OPTIONAL): _____

How would your experience, education and/or occupation be a benefit to this board or committee? B.S. & M.S. in Recreation - multiple years already served on board

Are there any issues you feel this board or committee should address, or should continue to address? _____

Signature: Joe L. Gami

3 YEAR

BOARD OF ASSESSMENT REVIEW
PERSONNEL APPEALS BOARD
LURA E. HOIT MEMORIAL POOL
HARBOR COMMITTEE

EDYTHE L. DYER LIBRARY
RECREATION COMMITTEE
BOARD OF APPEALS
HISTORIC PRESERVATION COMMISSION

5 YEAR
PLANNING BOARD

FOR TOWN USE ONLY

Date Application Received: 12-7-2021

COUNCIL COMMITTEE ACTION: _____ DATE: _____

COUNCIL ACTION: _____ DATE: _____

NEW APPT ☒ REAPPOINTMENT

DATE APPOINTMENT EXPIRES: _____

**Memorandum**

TO: Town Council
FROM: Paula Scott, Town Manager
DATE: December 6, 2021
RE: Changes to MPERS plan

On June 21st the Council voted to authorize me to sign the new contract between the Town of Hampden and the Hampden Police Department Maine Association of Police Union. Captured within the contract was the agreement to change the Maine Public Employees Retirement System from the Special 3C plan, to the Special 1C plan. This new plan would be automatic for new officers coming aboard and also allows current officers the ability to switch from the 3C to the 1C if they so choose but could remain in 3C if they wanted.

After the contract was signed, we informed MPERS of the approval of the contract and sent them a Clerk's certificate of the vote so they would be able to get ready for the change. Although they have the Clerk's certificate of the contract acceptance, they need documentation of a stand-alone vote on the *plan* change because it changes the parameters of the plan which in its entirety, speaks to the options for other contract and non-contract employees.

Following this memo is the resolution language needed by the retirement system which I am asking you to approve which will ratify the actions that were approved within the contract, but which had not been captured separately.

The suggested motion is the following:

Motion to authorize the Town Manager to sign the Amended Agreement between the Town of Hampden and the Maine Public Employees Retirement System, as written.

Intent for the Town of Hampden's legislative body to change its MainePERS Plan.

To see if the Town of Hampden will vote to change its plan for its police officers effective July 1, 2022 who elect to move to the new plan for future service only and for those police officers hired on or after July 1, 2022.

The Town certifies that all police officers employed on June 30, 2022 will have had the opportunity to speak with a representative from Maine Public Employees Retirement System about what the change means for them and will have made a one-time, irrevocable election to move to the new plan effective July 1, 2022 or to remain covered by the current plan. The Town agrees to:

- a) Provide Special Plan 1C to its full-time police officers who work at least 40 hours per week and who were either; employed on June 30, 2022 and made a one-time, irrevocable election to move to this plan; or are hired on or after July 1, 2022 for service rendered after June 30, 2022. All service of its current police officers hired before July 1, 2022 that was accrued during the period from July 1, 2009 through June 30, 2022 remains under Special Plan 3C and service accrued before July 1, 2009 remains under Regular Plan AN.
- b) Continue to provide Special Plan 3C to its full-time police officers who work at least 40 hours per week, who were employed on June 30, 2022 and made a one-time, irrevocable election to remain covered under Special Plan 3C for as long as they remain continuously employed by the Town. All service of these police officers that was accrued during the period from July 1, 2009 through June 30, 2022 remains under Special Plan 3C and service accrued before July 1, 2009 remains under Regular Plan AN.
- c) Continue to provide Special Plan 3C to its full-time firefighters who work at least 40 hours per week as it has been since July 1, 2009.
- d) Continue to provide Regular Plan AC to all other full-time employees who work at least 40 hours per week as it has been since July 1, 2009.
- e) To authorize the Town Manager to sign the Amended Agreement between the Town and the Maine Public Employees Retirement System.

Motion to approve, as written by

Councilor _____, seconded by Councilor _____

Vote:

Resolution number 2021-

Dated: 12/20/2021

H-b-u



Memorandum

TO: Town Council
FROM: Paula Scott, Town Manager
DATE: 11/29/2021
RE: Reserve account consolidation/deletion

In 2018, in conjunction with budget discussion on the reserve accounts, and at the request of our auditor, Manager Chandler presented a list of reserve accounts that either had balances below \$5,000, had not been used for a while, or appeared redundant in their purposes. During the discussion the Council had no objections but asked for more information regarding the accounts and their purposes which I am not sure was ever provided.

Section 710 of the Charter states that 'an appropriation for a capital expenditure shall continue in force until the purpose for which it was made has been accomplished or abandoned; the purpose of any such appropriation shall be deemed abandoned if three years pass without any activity or encumbrance of the appropriation by the Council.'

After working with the Finance Department and Department Heads, we have come up with suggested recommendations for Council to consider with regard to consolidating, deleting; or aptly changing names to encompass a broader purpose. Below you will see the reserve accounts listed, their current balances, and in red, our recommendations. I am requesting authorization to proceed as indicated with the recommendations which are captured below.

Account Name:

Account balance

Municipal Building Reserve – (3-702-00)

\$156,789.13

For building construction, maintenance, and repair on the municipal building and contents at 106 Western Ave. Funds can be used for the entire municipal building but capital purchases need to be separated by public safety and administration sides of the building for fixed asset purposes.

Town Record Restoration – (3-719-00) – obsolete

\$ 19.74

Records restoration is now within the expense budget and not held in reserve.

Requesting to delete account and roll over balance of account into Municipal Building reserve.

Personnel Reserve – (3-733-00)**\$ 71,158.80**

For unexpected personnel liabilities such as expenses related to sickness, retirement, compensatory time pay, unemployment, recruitment, employee buy-out, etc. The fiscal goal is to have enough funds in this account to offset all employees earned time benefits.

Computer Reserve – (3-711-00)**\$ 43,020.94**

For computers, servers, printers/copiers, GIS mapping needs, A/V, phone systems and related equipment for all town departments.

Copier Reserve – (3-715-00) – obsolete**\$ 247.32**

Requesting to delete account and roll over balance of account into the Computer Reserve.

GIS Mapping Reserve – (3-731-00)**\$ 6,477.04**

Requesting to delete account and roll over balance of account into the Computer Reserve

Planning & Commissions Reserve – (3-725-00)**\$ 39,089.94**

For purposes related to planning and development projects in the Town including legal services, maps, software, engineering, fees, permits, and consulting.

Town Property Survey – (3-729-00)**\$ 2,101.38**

For surveys, mapping and legal work for town properties, or property that becomes town owned. Requesting to delete account and roll over balance of account into the Planning & Commissions Reserve.

Economic Development Reserve – (3-727-00)**\$ 37,857.04**

For expenses related to business recruitment and retention and residential and housing needs within the town including legal, engineering, construction, design, and infrastructure to encourage business growth and residential expansion in the town, including a micro loan program.

Revaluation Reserve – (3-730-00)**\$ 100,000.00**

For costs associated with town-wide real estate and personal property valuation, factoring updates, sketching and all related areas pertaining to ensuring that tax values are accurate, up-to-date, and just.

Matching Grant Reserve – (3-780-00) \$ 24,241.11

For matching funds needed on any State, Federal, or other grant which has not been budgeted within the tax commitment. This can be accessed by any department in the town for appropriate grant matching requirements.

Public Works Equipment – (3-717-00) \$ 39,520.12

For purchasing, maintenance and major repair or overhaul of equipment to be used in the public works department.

City Bus Reserve – (3-710-00) – obsolete \$ 82.25

Formerly used to set aside our portion of capital requirements, however the capital charge is now automatically added to each year's appropriation request.

Requesting to delete account and roll over balance of account into the Public Works Equipment Reserve

Streets and Roads – (3-761-00) \$151,780.57

For construction, reconstruction, repair and maintenance of all town streets and roads and sidewalks, including engineering, mapping, surveying, legal and permitting.

EPA/DEP Garage Modifications Reserve – (3-778-00) \$ 18,514.74

For building maintenance and repair on all public works buildings.

Requesting to change the name to Public Works Buildings

Solid Waste Garage Reserve – (3-777-00) \$112,617.17

For construction, maintenance and repair on all Transfer Station buildings, including the swap shop, and for maintenance, repair or replacement of Transfer Station equipment.

Requesting to change the name to Transfer Station Buildings & Equipment

Buildings & Grounds Reserve – (3-775-00) \$ 20,627.20

For construction, maintenance, repair, and replacement of all buildings and infrastructure associated with the building and grounds department such as cemeteries, parks, municipal grounds, marina grounds, sport fields, fences, porta-potty surrounds, and other peripherals.

Cemetery Fund Reserve – (3-708-00) \$ 23,352.31

For cemetery grounds and equipment, stone repair services, and other related expenses to be specifically for the maintenance and care for the town's cemeteries. This is a perpetual care trust fund and only the interest earned on the account may be spent.

Marina Improvements Reserve – (3-773-00) \$ 20,816.70

For construction, maintenance, repairs, improvements, and equipment such as docks, way-finding signs and informational kiosks as well as legal, engineering, testing, dredging and infrastructure at the Hampden Marina. Also includes repair, maintenance and upkeep of the banking and related earthwork of the historic site, Turtle Head Park which is a part of the marina overall.

Stormwater Reserve – (3-760-00) \$ 80,324.94

For stormwater infrastructure, equipment, maintenance, repair, and structures pertaining to the stormwater systems of the town, including legal, engineering, software, hardware, and other needed peripherals for monitoring and MS4 compliance.

Ambulance Reserve – (3-737-00) \$ 29,128.89

For the purchase, maintenance and repair of the ambulance fleet and associated attached equipment.

Requesting to change the name to EMS Vehicles

ALS Equipment Reserve – (3-739-00) \$ 44,082.22

For the purchase of advanced life systems equipment and supplies and other related EMS supplies used on an ambulance or other emergency vehicle that is not physically attached to the ambulance.

Requesting to change the name to EMS Equipment

Fire Truck Reserve – (3-741-00) \$ 83,789.34

For the purchase, maintenance and repair of the fire truck fleet and associated attached equipment.

Requesting to change the name to Fire Vehicles

Fire Truck Refurbish Reserve – (3-743-00) \$ 20,423.50

For restoring, repairing, or retro-fitting vehicles and attached equipment in the existing fire truck fleet.

Requesting to delete account and roll over balance into Fire Truck Reserve

Fire Building Reserve – (3-745-00)

\$ 2,466.02

For building maintenance and repair on the Public Safety side of the municipal building, and its contents including bay doors, floor and ceiling repairs, electrical, kitchen equipment, and all other typical building expenses.

Requesting to delete account and roll over balance into Municipal Building Reserve.

Fire Thermal Imaging Camera Reserve – (3-747-00)

\$ 11,865.44

For the purchase, maintenance, and repair of thermal imaging camera. If the change is approved, it will be for all fire equipment not physically attached to a vehicle.

Requesting to change the name to Fire Equipment

Fire Training Area Reserve – (3-749-00)

\$ 2,445.93

For maintenance, repair, structures, and equipment at the fire training area.

Requesting to delete account and roll over balance into the Fire Equipment Reserve

Police Equipment Reserve – (3-750-00)

\$ 18,549.77

For the purchase, maintenance, and repair of all police equipment not physically attached to the vehicles, mobile equipment such as service weapons, tasers, body armor, cameras, etc.

Public Safety Boat Reserve – (3-751-00)

\$ 1,537.31

For the purchase, maintenance, and repair of a rescue boat and all associated attached equipment.

Requesting to delete account and roll over the balance into the Fire Equipment Reserve

Police Cruiser Reserve – (3-753-00)

\$ 58,466.45

For the purchase, maintenance, and repair of the Police Department fleet of vehicles and associated attached equipment.

Requesting to change the name to Police Vehicles Reserve

Communications Reserve – (3-759-00)

\$ 10,241.83

For the purchase, maintenance and repair of public safety/emergency services communication mobile devices and all components.

Requesting to change the name to Public Safety Mobile Communications.

Library Reserve – (3-763-00)

\$ 12,577.63

For building construction, maintenance, repairs, pump station maintenance, equipment, parking lot and sidewalks, and other related infrastructure.

Library Grant Reserve – (3-765-00)

\$ 268.96

Remaining balance of funds given to the library for special programs. The funds were spent on the appropriate intended programs, but a small balance remained. Interest has been accruing on that balance.

Requesting to delete the account and roll over the balance into the Library Reserve.

Recreation Area Reserve – (3-767-00)

\$288,842.16

For building construction, purchase, maintenance and repairs at the recreational facilities such as the Skehan Recreational Center, tennis courts, ball fields, pool site, playground, gazebo, and other recreational areas. Includes purchase, maintenance, and repairs for sport related fixed equipment such as bleachers, concession stands, etc. Also includes stormwater mitigation for the parking lot and stormwater project at the pool site, in accordance with our SLOD permit.

Playground Reserve – (3-768-00)

\$ 19, 620.18

For the purchase, maintenance, and repair of playground equipment.

Requesting to delete the account and roll over the balance into the Recreation Area Reserve.

Pool Facility Reserve – (3-771-00)

\$172,631.45

For construction, maintenance, repair, and replacement of the building, equipment, and mechanical systems at the pool facility, including parking lot and sidewalk specific to the facility.

Sewer Reserve – (2-220-00)

\$116,456.48

For capital improvements, repair, or replacements to sewer infrastructure or the purchase of capital equipment.

Requesting separating these funds at Maine Savings into a Sewer club account so interest on these funds will be applied appropriately.



Memorandum

TO: Town Council
FROM: Paula Scott, Town Manager
DATE: 12/07/2021
RE: Investment Policy

In looking at some of our banking and investment accounts trying to find ways to maximize our fiduciary responsibility, Deputy Treasurer Johnson noticed that the Investment Policy is in need of updating. Following this memo, you will find the redlined policy that Dave and I have both reviewed and edited.

To touch on the most obvious changes, and to clarify the wording on item number 5 from the workshop memo, please see below:

Section B

- 4.) New language insures that when the limits exceed the limits by FDIC/FSLIC that they will be secured by the assets of the bank
- 5.) Maine Savings does not have a "sweep account" feature which they say they are working on. To Councilor McPike's point, sometimes the balance of funds is swept into the savings account (or an investment account) after expenses are paid out, therefore earning the interest not otherwise earned in the cash account. Sometimes funds are in the savings account and swept into the cash account. The way a sweep account would work with Maine Savings would be the following:
 - a.) A cash account would be established, or an existing one used. Ours would be our checking account that we already have. A lump sum of money would be deposited into the checking account.
 - b.) The bank and the town would determine an average balance to be kept in the account.
 - c.) Extra cash above the average balance will be in our club account, which is our savings account, and which does earn interest.
 - d.) When the balance in the checking account falls below the pre-determined average balance, funds are "swept" into the checking account to cover expenses and maintain the average balance while the rest stay within the savings account earning interest.

Either method works the same way and is dependent upon how the institution structures it. We don't need to get into the weeds in this discussion as the outcome is the same...we would be earning interest on our excess funds rather than keeping them in our non-interest bearing account.

The main purpose for deletion of number 5 is that there is no real reason to have something in the "investment policy" that talks about how much you need to keep in your checking account. We know we need to have enough in there to cover checks in transit. The policy also talks about striving to "invest" 95% of all available funds on a day to day basis. Currently, we are able to receive the safest return on our money by keeping it in our Maine Savings club account, which is not an investment, it is just a savings account.

At the end of the day, we need to obtain the highest rate of return in a safe manner. Right now, one of the safest ways to do that is to put the funds in our savings account where we earn 1% interest, and the money is collateralized up to \$8 million. We can search for short term CDs with institutions that will collateralize them if we are over the \$250,000 FDIC threshold and allow us to break the CDs penalty free. Dave recommends varying levels (\$200,000, \$300,000, \$500,000) in case we need to break them for an emergency or even a planned capital expense.

- 7.) It is more convenient, less expensive and quicker to obtain quotes versus advertising for bid requests. Sometimes you need to move fast to obtain the best return on your money, and waiting around for publications to hit the papers, bids to come in, etc...will not be very advantageous. We would document the various institutions that we would seek quotes from.
- 9.) Statute was repealed.

Section C

Reporting has not been done quarterly for quite some time, however, we can produce a report at any time at the request of Council so we are asking that this be removed in keeping with practice. We would stay the end of year reporting which coincides with reporting all other end of year unaudited financials.

I am asking for approval of the proposed amendments to the Investment Policy.

INVESTMENT POLICIES

HAMPDEN, MAINE

Section A - Investment Objectives

Maine state statutes authorize treasurers to deposit or invest municipal funds by direction of the municipal officers.

Pursuant to 30-A MRSA §5706, the municipality of Hampden, Maine shall adopt the following investment objectives in the management and investment of municipal funds:

- o The primary objective of the municipality's investment activities is the preservation of capital and the protection of investment principal.
- o In investing public funds, the municipality will strive to maximize the return on the portfolio but will avoid assuming unreasonable investment risk.
- o The municipality's investment portfolio will remain sufficiently liquid to enable the municipality to meet operating requirements which might be reasonably anticipated.
- o The municipality will diversify its investments to avoid incurring unreasonable and avoidable risks regarding specific security types or individual financial institutions.

Section B - Investment Principles

The municipal treasurer shall invest funds for which there is no immediate need, sell and exchange securities so purchased, and deposit such securities for safekeeping. All investment decisions shall be made considering the investment objectives contained in Section A and exercising judgment and care under the circumstances then prevailing.

The following investment principles shall guide the treasurer in the conduct of the municipality's investment program:

4. The municipality may purchase only legally authorized investments under 30-A MRSA §5706. Short-term U.S. Treasury bills can be used as a benchmark for all other investment transactions

- 2- The maturity date of new investments shall not be further than the time the municipality anticipates that it will need the funds, ensuring liquidity of all investments. ~~To maintain liquidity, new investments shall have a maturity of one year or less for municipal operating funds.~~
- 3- The municipality shall not make investments for the purpose of trading or speculating, such as anticipating an increase of capital through changes in market interest rates.
- 4- Deposit and investment of funds can only be made in financial institutions that are insured by the FDIC or the FSLIC. Any funds deposited that exceed the insurance limits (currently \$250,000) must be 100% collateralized by the financial institution or be fully insured by an independent agency.
- 5- ~~Cash balances in all demand deposit accounts shall not exceed compensating balances whenever possible. The treasurer shall strive to invest at least 95% of all available funds on a day-to-day basis. A cash budget is recommended as a tool to maximize earnings while insuring adequate liquidity.~~
- 6- The municipality will invest in local financial institutions as much as possible, ~~and can only invest in out-of-town financial institutions where a significant interest rate differential exists. The significant difference shall be 1/8 of 1%.~~
6. Repurchase agreements can only be obtained from known and financially stable financial institutions. Repurchase agreements must be collateralized by U.S. Government securities with a market value equal to or greater than the municipality's investments and be perfected under Maine statutes. Repurchase agreements may not exceed 29 days.
- 7- The ~~treasurer shall competitively bid all municipal investments in excess of \$10,000 from~~ treasurer will seek and document at least 3 quotes for comparable investment solutions from qualified financial institutions to ensure that funds are invested at the best rate of return, ~~subject to the limitation contained in paragraph 6.~~
8. In the absence of the treasurer, the ~~assistant deputy~~ treasurer or finance director ~~are is~~ authorized to invest in accordance with the above principles.
9. Upon approval by the Town Council, the treasurer may also invest the Town's funds in securities permitted under 30-A MRSA §5712, §5713, §5714, §5715 and §5716.
- 10- Upon approval by the Town Council, the treasurer or the trustee(s) of a trust fund of the town, may enter into safekeeping and investment management agreements and/or investment advisory agreements in

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accordance with 30-A MRSA §5706(4), ~~and the investment of funds pursuant to any such agreements shall be governed by the rule of prudence as set forth in 18-A MRSA §7-302.~~

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Section C – Reporting and Control

~~The treasurer shall report quarterly to the municipal officers for the purpose of monitoring the performance and structure of all municipal investments. Reports shall include type of investment, institution, amount, rate and maturity date.~~

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~~In addition, the~~The treasurer shall issue an annual investment report due no later than 60 days after the end of the fiscal year. The report shall include an evaluation of the performance of the investment program for the previous year and present an investment plan for the ensuing year.

Section ~~D-C~~ - Code of Ethics

All personnel involved in the investment program shall adhere to the municipality's Code of Ethics to prevent any real or perceived violation of their fiduciary responsibilities. Such responsibility carries with it the duty to ensure that all investments are placed without the appearance of any improper influence or personal gain.

Councilors McClure and Walker
May 5, 1986

ADOPTED: June 2, 1986
AMENDED: December 7, 1992
AMENDED: May 4, 1998
AMENDED: DEC. __, 2021



Memorandum

TO: Town Council
FROM: Paula Scott, Town Manager
DATE: December 7, 2021
RE: Service Charge Abatement request

Following this memo, you will find a request for an abatement of an FY22 Service Charge.

As discussed during the September 7th Council meeting, an organization can petition the Council to reduce its Service Charge to ensure that it does not exceed 2% of the organization's gross annual revenues. (See Section 6 of the Ordinance) The Town Council has historically granted those requests.

Following the formula within the ordinance, this organization was billed based upon their just value. You will see the correct amount that would have been billed based upon their financials which was provided to us after they received the invoice.

I am asking that you approve the abatement request for Community Housing of Maine in the amount of \$2,527.78..

Town of Hampden
106 Western Avenue
Hampden, Maine 04444



Phone: (207) 862-3034
Fax: (207) 862-5067
Email: david@hampdenmaine.gov

To: Community Housing of Maine
From: David Johnson, Deputy Treasurer
Date: October 19, 2021
Subject: FY22 Service Charge

In accordance with the Service Charge Ordinance approved by the Hampden Town Council on May 18, 1992, and M.R.S. Title 36, Chapter 105, the Council approved the following Service Charge fee for the 2021/2022 fiscal year on October 18, 2021.

Property Owner: Community Housing of Maine

Property Location: 177 Canaan Road
Hampden, Maine 04444

Legal Description: Map 5 Lot 27-A
Book 10137 Page 137

2021/2022 Municipal Budget: \$10,925,632 (Original Budget less Gen. Asst. of \$6,000)

Divided By Total Hampden Valuation \$699,645,700 (= 0.0156)

Times the Just Value \$ 187,600

Service Charge Due	\$ 2,929.55	Due Date: November 19, 2021
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When you have completed your financial information for the year ending June 30, 2021, please submit your gross income if you feel the fee exceeds 2% of your gross income. This information should be submitted to my office for review by the Hampden Town Council. An abatement of this charge on that basis would be acted upon by the Council.

In accordance with the Ordinance, any appeal of this Service Charge must be filed with the Board of Assessment Review within 60 days of the date of this notice.

Community Housing of Maine
Canaan Gross Income
July 2020 through June 2021

	Jul '20 - Jun 21
Ordinary Income/Expense	
Income	
Rental Income	
Potential rent	20,088.00
Vacancy losses	0.00
Total Rental Income	20,088.00
Interest income	0.43
Total Income	20,088.43
Gross Profit	20,088.43
Net Ordinary Income	20,088.43
Net Income	20,088.43

Gross Rent = \$20,088.43
Tax Rate 2%
Tax Liability = \$ 401.77

Note this report excludes all expenses as it was noted the tax liability was calculated based on the gross rent.